

Lemanu Peleti Mauga
Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
DHR Director

Max Tuitele
Deputy Director,
Personnel/Administration

Faagau Steve Lefiti
Deputy Director,
WIOA

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: <i>Administrative Assistant</i>		Posting Date: <i>November 19, 2021</i>	Serial No.: <i>217-21</i>
Department/Division: <i>Commerce/Urban, Planning & Development</i>		Closing Date: <i>December 23, 2021</i>	Announcement No.: <i>158-21</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-09/\$16,467 - \$41,817 p.a.</i>	

General Description:

Department of Commerce has created a Local Fishing Fleet Development Initiative Program which will be in operation to train local fishermen to manage a local commercial Alia Tele fishing fleet of four vessels fish local industry development.

Key Duties and Responsibilities:

- Provide administrative support to ensure efficient operation of the office
- Answers phone calls, schedules meetings and supports visitors
- Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations
- Exhibits polite and professional communication via phone, e-mail, and mail
- Supports team by performing task related to organization and strong communication
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques
- Provides information by answering questions and requests
- Maintains supplies inventory by checking stock to determines inventory level, anticipating needed supplies, placing and expediting orders for supplies
- Contributes to team effort by accomplishing related results as needed

Knowledge, Skills and Ability:

- Reporting skills
- Administrative Writing Skills

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139
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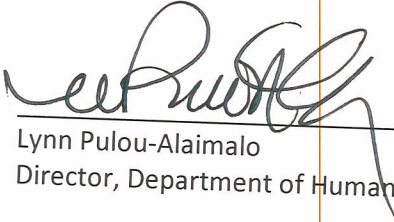
- Microsoft Office Skills
- Managing Processes
- Organization/Analyzing information
- Professionalism/Problem Solving

Academic and Experience Requirements:

- Applicant must have an Associate Degree in related field from an accredited college plus 4 years of work-related experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources

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